



Warracknabeal Secondary College

Visitors Policy

Rationale:

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school. At the same time we recognise our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.


Aims:

- To provide a safe and secure environment for our students, staff and resources.
- To establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

Implementation:

- Whilst we actively encourage an inviting and open school, the safety of our students, staff and resources remain our highest priorities.
- Visitors are defined as all people other than staff members, students, and parents/guardians involved in the task of delivering or collecting children at the start or end of the school day.
- All visitors will be required to report to the administration office prior to undertaking any activity within the school, where they will be required to 'sign in' and will be assigned a "Visitors" badge which they must wear at all times within the school. Similarly, visitors will be required to report to the administration office at the end of their visit to return their badge and to 'sign out'.
- The above mentioned process for managing and monitoring visitors will be regularly published in the school newsletter, and will appear at all school entrances.
- Visitors within the school who have failed to follow this process will be reminded to do so.
- Under the Summary Offences Act 1966 and subsequent amendments, the principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.
- Visitors are required to hold a 'Working with Children Card' (or equivalent) unless they are a parent or immediate relative of a child who is part of the activity they are visiting.
- Visitors must ensure that:
 - They follow the directions of staff at all times
 - They have a clear purpose for visiting the school and only engage in activities relevant to that purpose
 - The purpose for visiting is consistent with the values and policies of the Department of Education
 - They do not photograph any student without the permission of the school principal
 - They respect the privacy of the students and do not share any information publically

Evaluation: This policy will be reviewed as part of the school's three-year review cycle.

Ratified by School Council	Date:	21/8/17
Signed:	Principal:	
	School Council President:	